



Automated Lecture Hall

Booking Portal

USER MANUAL

Prepared by

Group 12

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Course: CS253
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Date: 4th April 2025

Software Overview

Automated LH Booking Portal is an integrated booking application wherein the users are classified into 2 different categories.

1. Normal Users : includes faculty ,institute clubs and cells.
2. Admin

The roles, powers and facilities provided to each type of user have been highlighted and discussed in detail in the SRS documentation. The interface of the app is simple and intuitive ensuring that users will not face any difficulties while using the application and will have a seamless experience. However, if the user is facing some issues, it is recommended that they go through the user manual to help them efficiently utilise the app.

Software Requirements

Automated LH Booking Portal is a web application, and hence the only requirement would be a web browser with internet access. The app is more suitable to be used on a PC or laptop as opposed to use on mobile phones. Hence, the users are suggested to use the app on their PC's.

1. USER

1.1 Homepage

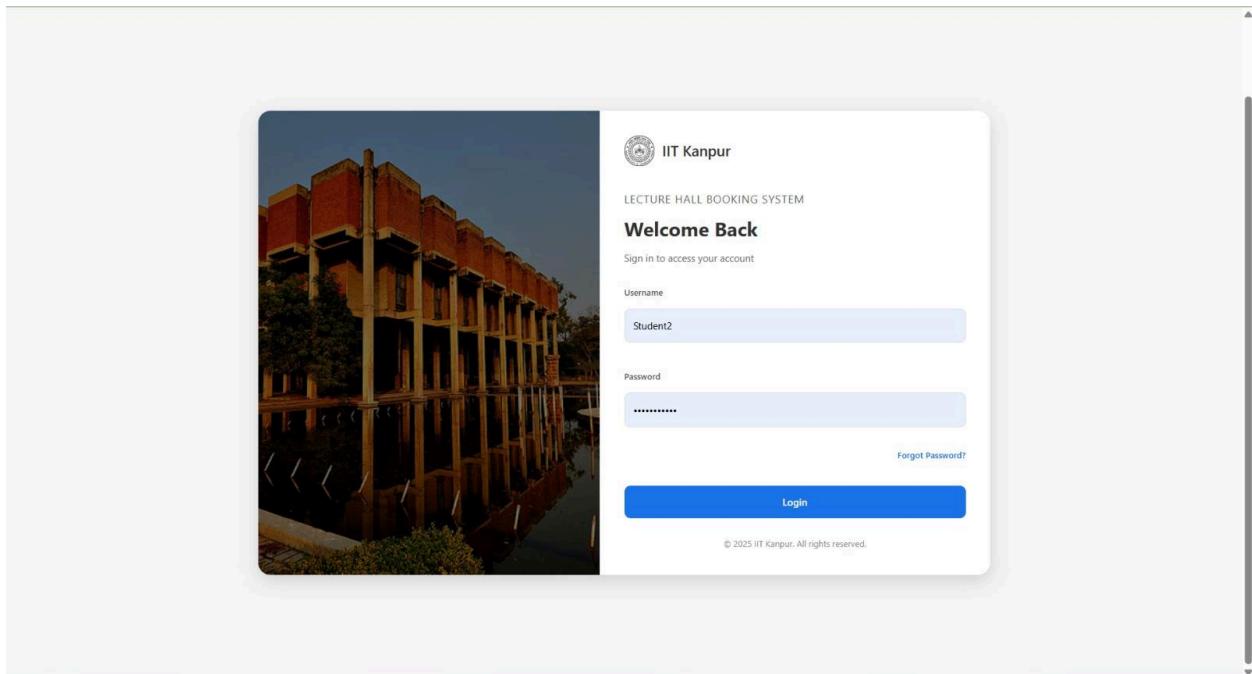
Anyone visiting the portal can view the **day-wise** timetable for different lecture halls. To log-in, click the "**Login**" button in the top-right corner.

The screenshot shows the IITK Lecture Hall Booking interface. At the top, there's a header with the IITK logo and the title "IITK Lecture Hall Booking". A dropdown menu says "Select Lecture Hall: L20". On the right, there's a "Login" button. Below the header is a search bar with arrows and a date range selector showing "Apr 6 – 12, 2025". To the right of the date range are buttons for "month", "week", and "list". The main area is a grid representing a weekly timetable for Lecture Hall L20. The columns are labeled "Sun 4/6", "Mon 4/7", "Tue 4/8", "Wed 4/9", "Thu 4/10", "Fri 4/11", and "Sat 4/12". The rows represent time slots from 8am to 5pm. Some time slots are highlighted in blue, indicating bookings. For example, on Thursday (Thu 4/10), there is a booking from 08:00 AM - 10:00 AM labeled "test3". On Friday (Fri 4/11), there is a booking from 02:30 PM - 04:00 PM labeled "logind". Other time slots are empty or have small placeholder text like "balling" or "logind".

1.2 Login

This page below is where the admin or user can login into the portal. So for user:

- **Username:** The registered username of user
- **Password:** The password corresponding to the given username
- **Login:** Redirects the user to the landing page

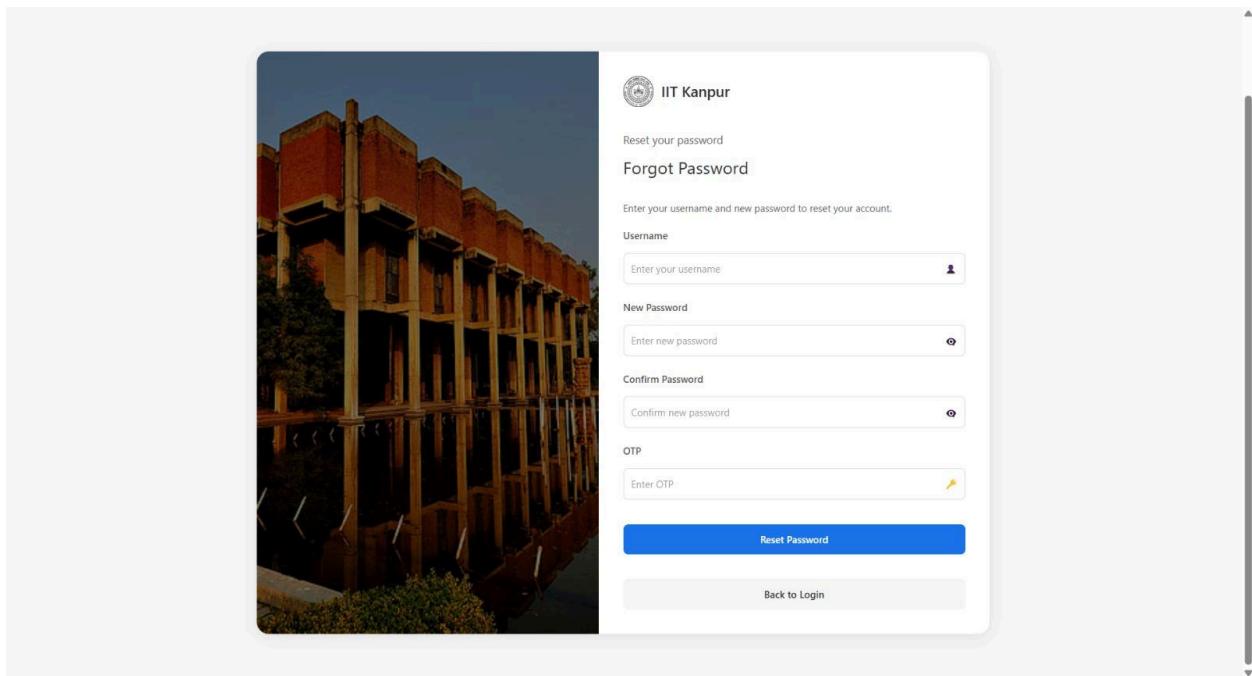


- **Forgot Password:** User will be redirected to the password recovery page and where they will need to enter their username and registered email address. An **OTP (One-Time Password)** will be sent to the provided email for verification. After that, the user will be redirected to set a new password by entering the correct OTP . Once the new password is successfully set, the user can return to the login page and sign in using their updated credentials.

[LHC Office] OTP for password reset ↗

 From bytebit695@gmail.com
 To atharvp23@iitk.ac.in
 Date Today 19:35
[Summary](#) [Headers](#)

Your OTP to reset your account password is :
 566797
 Please do not share this with anyone.
 Valid for 10 minutes.



From bytebit695@gmail.com
To atharvp23@iitk.ac.in
Date Today 19:38
 Summary Headers

If you did not request this, someone else might be using your account. Contact LHC Office Immediately.

1.2.1 User Landing Page / Live Schedule

IITK Lecture Hall Booking

Logout

New Booking

Live Schedule

History

Status

Room Details

Feedback

Help

Select Lecture Hall: L20

Apr 6 – 12, 2025

Mon 4/7 Tue 4/8 Wed 4/9 Thu 4/10 Fri 4/11 Sat 4/12

Time	Mon 4/7	Tue 4/8	Wed 4/9	Thu 4/10	Fri 4/11	Sat 4/12
8am						
9am						
10am						
11am						
12pm						
1pm						
2pm						
3pm						
4pm	03:30 PM - 05:00 PM balling	03:30 PM - 04:30 PM wgytfred				
5pm						
-						

IITK Lecture Hall Booking

Logout

New Booking

Live Schedule

History

Status

Room Details

Feedback

Help

Select Lecture Hall: L20

Apr 6 – 12, 2025

Mon 4/6 Tue 4/8 Wed 4/9 Thu 4/10 Fri 4/11 Sat 4/12

Time	Mon 4/6	Tue 4/8	Wed 4/9	Thu 4/10	Fri 4/11	Sat 4/12
9am						
10am						
11am						
12pm						
1pm						
2pm						
3pm						
4pm	03:30 PM - 05:00 PM balling	03:30 PM - 04:30 PM wgytfred				
5pm						
-						

April 2025

Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

The screenshot shows a weekly calendar for April 6-12, 2025. The sidebar on the left has buttons for New Booking, Live Schedule, History, Status, Room Details, Feedback, and Help. The main area displays a grid of time slots (8am to 6pm) for each day. Specific time slots are highlighted in blue, such as 03:30 PM - 05:00 PM on Monday and 03:30 PM - 04:30 PM on Tuesday, which corresponds to the booking details shown in the form below.

- This page displays the **day-wise, week-wise, monthly-wise** timetable and **list of upcoming bookings** of selected lecture halls, which updates **dynamically** when any booking is accepted.
- It also displays the sidebar where different facilities are provided.

1.3 User Sidebar Menu

1.3.1 LH Booking

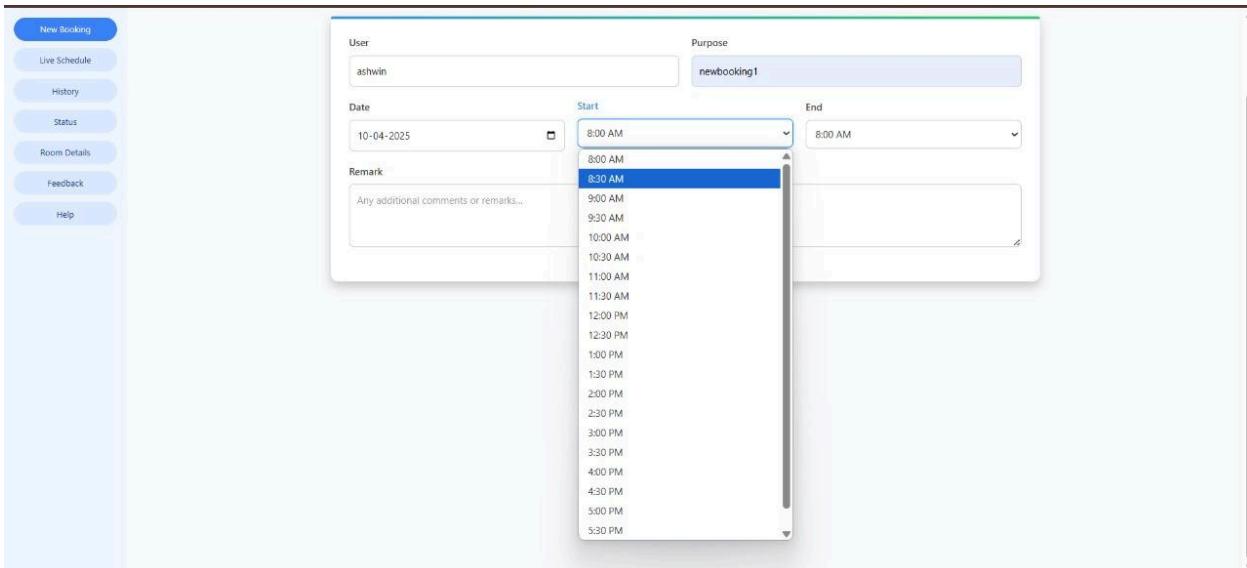
- To request booking, the user can go to the **New** option, then this page will appear.

The screenshot shows the 'New booking' form. The sidebar on the left has buttons for New booking, Live Schedule, History, Status, Room Details, Feedback, and Help. The main form contains fields for User (ashwin), Purpose (Linux Session V-24), Date (dd-mm-yyyy), Start (8:00 AM), End (8:00 AM), and Remark (Any additional comments or remarks...).

Displays username from before.

Enter the booking details:

- **Purpose:** Specify the reason for booking (e.g. "Robodive-24" "newbooking1").
- **Date:** Select the desired date from the calendar (Format: dd-mm-yyyy).
- **Start Time:** Choose a start time from the available slots (e.g., 9:30 AM).
- **End Time:** Choose an end time. (e.g., 10:00 AM).



After entering start and end time , then capacity option will appear.

- **Capacity:** Choose the appropriate capacity based on expected attendees.
- **Accessories:** Select required equipment such as:
 - **AC (Air Conditioning)**
 - **Projector**
 - **Microphone**

IITK Lecture Hall Booking

User: ashwin

Purpose: newbooking1

Date: 10-04-2025

Start: 8:30 AM

End: 9:00 AM

Capacity:

Select capacity

5
10
15
20
25
50
200
500

User: ashwin

Purpose: newbooking1

Date: 10-04-2025

Start: 8:30 AM

End: 9:00 AM

Capacity: 10

Accessories:

projector microphone computer speaker_system whiteboard AC MIC BLACKBOARD BIOMETRIC

PROJECTOR

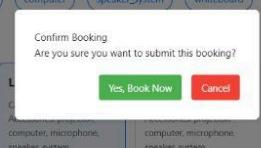
L17 Capacity: 200 Accessories: projector, computer, microphone, speaker_system, whiteboard	L18 Capacity: 500 Accessories: projector, computer, microphone, speaker_system, whiteboard	TB1 Capacity: 50 Accessories: projector, computer, microphone, speaker_system, whiteboard
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Remark:

Any additional comments or remarks...

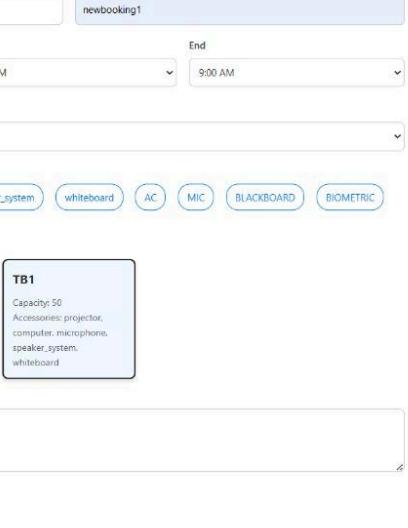
SUBMIT

- Review the available lecture halls based on user required capacity and accessories.
- Click on your preferred lecture hall to select it..
- Once all details are confirmed, click the **Submit** button.
- Then click on “**Yes, Book Now**” to confirm booking.



A screenshot of a booking application interface. At the top, there are fields for 'User' (ashwin), 'Purpose' (newbooking1), 'Date' (10-04-2025), 'Start' (8:30 AM), and 'End' (9:00 AM). Below these are dropdowns for 'Capacity' (10) and 'Accessories' (projector, microphone, computer, speaker_system, whiteboard, AC, MIC, BLACKBOARD, BIOMETRIC). A 'PROJECTOR' button is also present. On the left, there's a list item L17 with capacity 200 and accessories projector, computer, microphone, speaker_system, whiteboard. On the right, there's a list item L18 with capacity 500 and accessories projector, computer, microphone, speaker_system, whiteboard. A 'Remark' field is available for additional comments. A 'SUBMIT' button is at the bottom. A central modal dialog box titled 'Confirm Booking' asks 'Are you sure you want to submit this booking?' with 'Yes, Book Now' and 'Cancel' buttons.

Once done, the user will see the following image.



A screenshot of the same booking application interface after submission. The 'Capacity' dropdown now shows 10. The 'Accessories' section still lists projector, microphone, computer, speaker_system, whiteboard, AC, MIC, BLACKBOARD, and BIOMETRIC. The list items L17 and L18 remain the same. The 'Remark' field is empty. The 'SUBMIT' button has changed to 'Submitting...' and is highlighted in blue. The background of the application is light gray.

At last **"Booking successful!"** , a pop up message will appear indicating the booking request is successful.

Booking successful! You will receive a confirmation mail shortly

User	Purpose	
ashwin	Linux Session Y-24	
Date	Start	End
dd-mm-yyyy	8:00 AM	8:00 AM
Remark		
Any additional comments or remarks...		

1.3.1.1 Email Notification

- Once the booking request is submitted, an email notification is sent to the first-level authority for approval. Approval or Rejection can be done by clicking its respective links provided in the mail.

[LHC OFFICE] Booking Request Approval Needed

From bytebit695@gmail.com
 To atharvp23@iitk.ac.in
 Date Today 15:29

[Summary](#) [Headers](#)

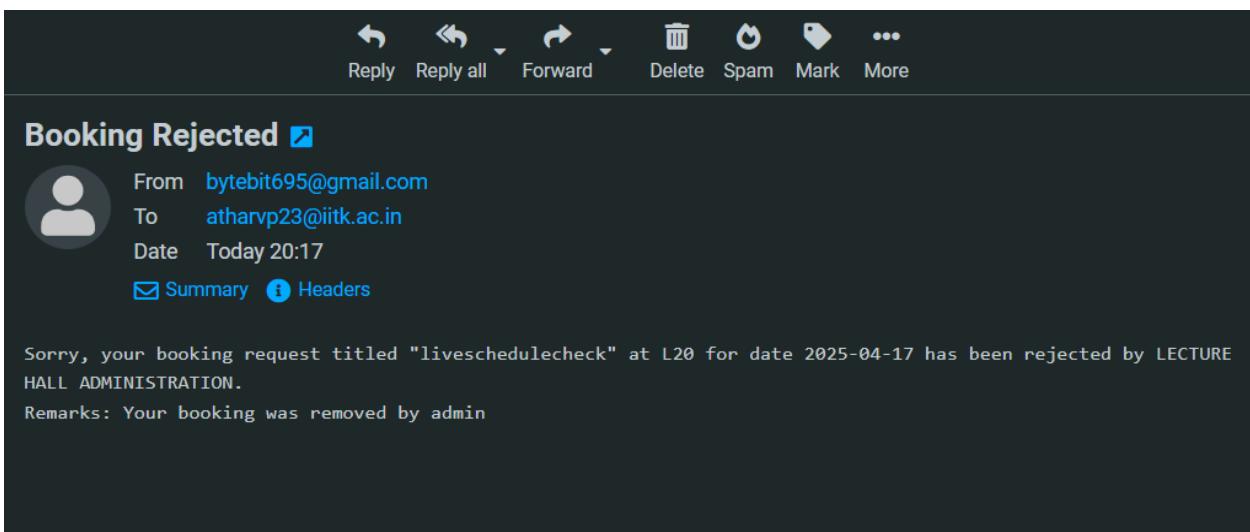
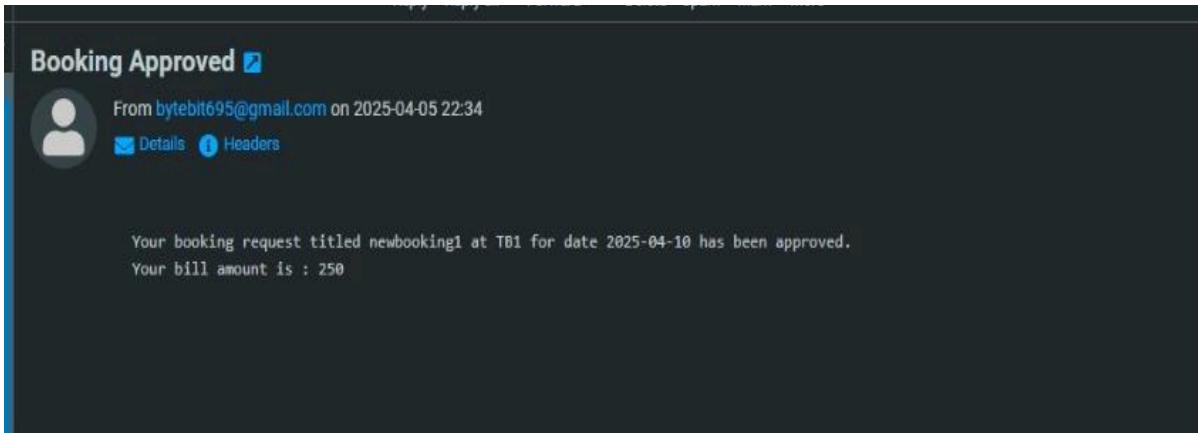
A new booking request has been submitted by ashwin.

Purpose : ML session-24
 Remarks :
 Room : L18
 Date : 2025-04-17
 Time : 09:00:00 - 09:30:00
 Requested On: 2025-04-05 09:59:53.551607+00:00
 Accessories: Projector, Microphone
 Total Cost : ₹450.0

Approve: http://127.0.0.1:8000/bookings/approve/?booking_token=88a94999-76a1-4107-8051-f06f57d2588b&authority_token=cbf17dde-72b1-425b-b024-54fe13472ac2
 Reject: http://127.0.0.1:8000/bookings/reject/?booking_token=88a94999-76a1-4107-8051-f06f57d2588b&authority_token=cbf17dde-72b1-425b-b024-54fe13472ac2

Note: Unapproved bookings will be auto-rejected in 2 days or less.

- 
- If the **first authority** approves the request, it is forwarded to the **second authority** for further approval for the final confirmation.
 - The booking is confirmed only after all three authorities approve the request.
 - Once booking is approved or rejected , the user will get an email about the same.



- Users can track the status of their request under the "**Status**" section of the portal.
- Faculty requests will automatically get booked without permission of any authorities.

1.3.2 History

This section displays the complete history of bookings made by the user.

Time Duration	Date	Hall	Purpose	Status	Amount	Actions
9:00 AM–9:30 AM (0.5h)	2025-04-10	L18	newbooking1	Pending	450	<button>Download Bill</button>
8:00 AM–8:30 AM (0.5h)	2025-04-25	L18	test4	Approved	350	<button>Download Bill</button>
8:00 AM–2:30 PM (6.5h)	2025-04-24	L20	test6	Pending	32600	<button>Download Bill</button>
9:30 AM–11:00 AM (1.5h)	2025-04-09	L18	test5	Pending	750	<button>Download Bill</button>

To help users find specific bookings, several filters are available:

- **Date Range:** View bookings within a selected time period.
- **Lecture Hall Number:** Filter bookings by a specific lecture hall.
- **Keyword Search:** Search using any relevant keyword (e.g., topic, event name, purpose).

These tools make it easy to quickly locate and review past booking records.

IITK Lecture Hall Booking

History

Lecture Hall

Search by keyword... newbooking1

Booking History

Time Duration	Date	Hall	Purpose	Status	Amount	Actions
9:00 AM-9:30 AM (0.5h)	2025-04-10	L18	newbooking1	Pending	450	Download Bill
9:30 AM-11:00 AM (1.5h)	2025-04-09	L18	test5	Pending	750	Download Bill
8:00 AM-10:00 AM (2h)	2025-04-10	L20	test3	Pending	10100	Download Bill

IITK Lecture Hall Booking

History

Lecture Hall

Search by keyword... newbooking1

Booking History

Time Duration	Date	Hall	Purpose	Status	Amount	Actions
9:00 AM-9:30 AM (0.5h)	2025-04-10	L18	newbooking1	Pending	450	Download Bill

- For an approved booking request, users can go to the “Download Bill” option to get a bill for the same.

The screenshot shows a booking history table with the following columns: Time, Date, Hall, Purpose, Status, Amount, and Actions. The table contains five rows of data:

Time	Date	Hall	Purpose	Status	Amount	Actions
9:00 AM-9:30 AM (0.5h)	2025-04-10	L18	newbooking1	Pending	450	Download Bill
8:00 AM-8:30 AM (0.5h)	2025-04-25	L18	test4	Approved	350	Download Bill
8:00 AM-2:30 PM (6.5h)	2025-04-24	L20	test6	Pending	32600	Download Bill
9:30 AM-11:00 AM (1.5h)	2025-04-09	L18	test5	Pending	750	Download Bill
8:00 AM-10:00 AM (2h)	2025-04-10	L20	test3	Pending	10100	Download Bill

- Generated Bill will look like this.

**Lecture Hall Office
BOOKING DETAILS**

Booking Reference: 4

Event Name: test4

Date: 2025-04-25

Time: 08:00:00

Duration: 0.5

Hall: L18

Booked By: ashwin

Charges: 350

- 
- This information will be sent to the accounts section via mail, where the amount will be deducted from the club or department budget.



bytebit695@gmail.com
to me ▾

22:34 (7 minutes ago) ☆ 😊 ↶ ⋮ +

User : ashwin
Purpose : newbooking1
Remarks : hall
Room : TB1
Date : 2025-04-10
Time : 08:30:00 - 09:00:00
Requested On: 2025-04-05 17:04:13.019957+00:00
Total Cost: ₹250

1.3.3 Status

This section of the portal allows users to **track the current status** of their booking requests.

It displays detailed booking information including:

- Booking ID
- Lecture Hall Number
- Date
- Timings
- Session Duration

Additionally, users can view the progress of the approval workflow, helping them understand where their request currently stands in the approval process.

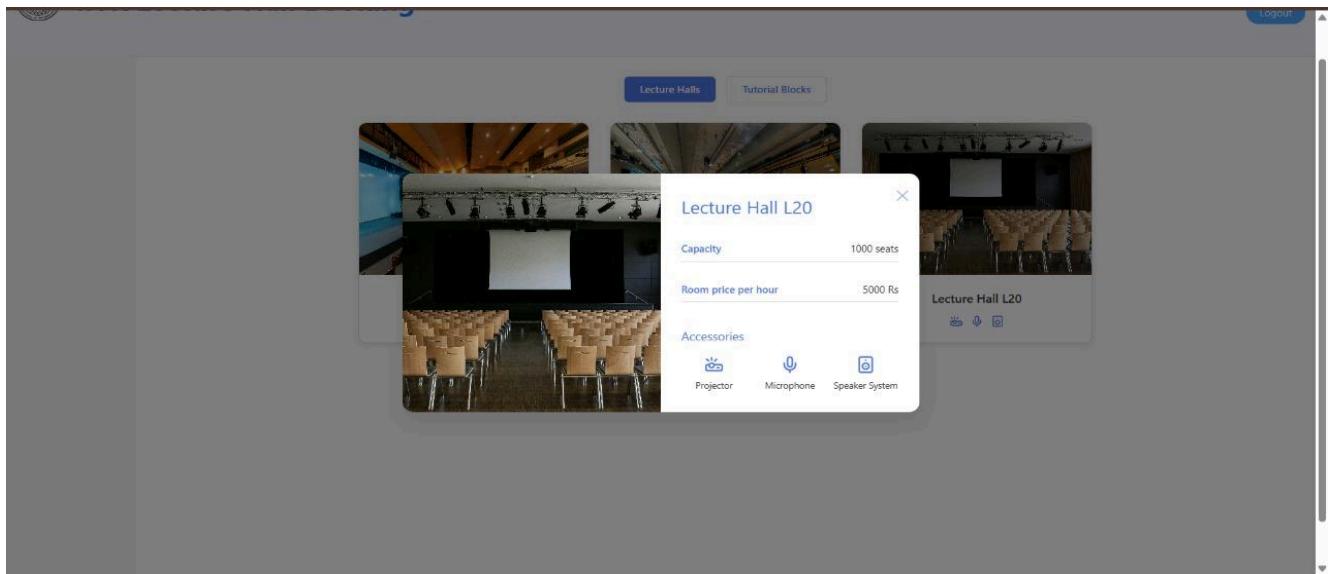
The screenshot shows the IITK Lecture Hall Booking interface. On the left, a sidebar contains links: New Booking, Live Schedule, History, Status (highlighted in blue), Room Details, Feedback, and Help. The main area displays two booking entries. The top entry, titled 'testx', shows 'Booking Information' for Booking ID 7, Room L18, Date 2025-04-19, Time 8:00 AM - 2:30 PM, and Duration 6.5 hour. To the right is the 'Approval Workflow' section, which is currently pending approval from two users: atharvaphirke17@gmail.com (Approving Authority, Pending) and atharvp23@iitk.ac.in (Approving Authority, Not Sent). The bottom entry, titled 'test6', follows a similar structure.

1.3.4 Room Details

Displays all the lecture halls (e.g., **L-18, L-19, L-20**) and tutorial blocks.

The screenshot shows the 'Room Details' section of the IITK Lecture Hall Booking system. The sidebar includes links: New (highlighted in blue), Live Schedule, History, Status, Room Details (highlighted in blue), Feedback, and Help. At the top right is a 'Logout' button. Below the sidebar, there are three cards for 'Lecture Halls'. Each card contains a thumbnail image of the hall, the name, and a small video camera icon. The first card is for 'Lecture Hall L-1', the second for 'Lecture Hall L-2', and the third for 'Lecture Hall L-3'. There are also tabs for 'Lecture Halls' and 'Tutorial Blocks'.

By clicking on a lecture hall or tutorial block, user can see its **capacity, price per hour, accessories (AC, Microphone, Projector)**.

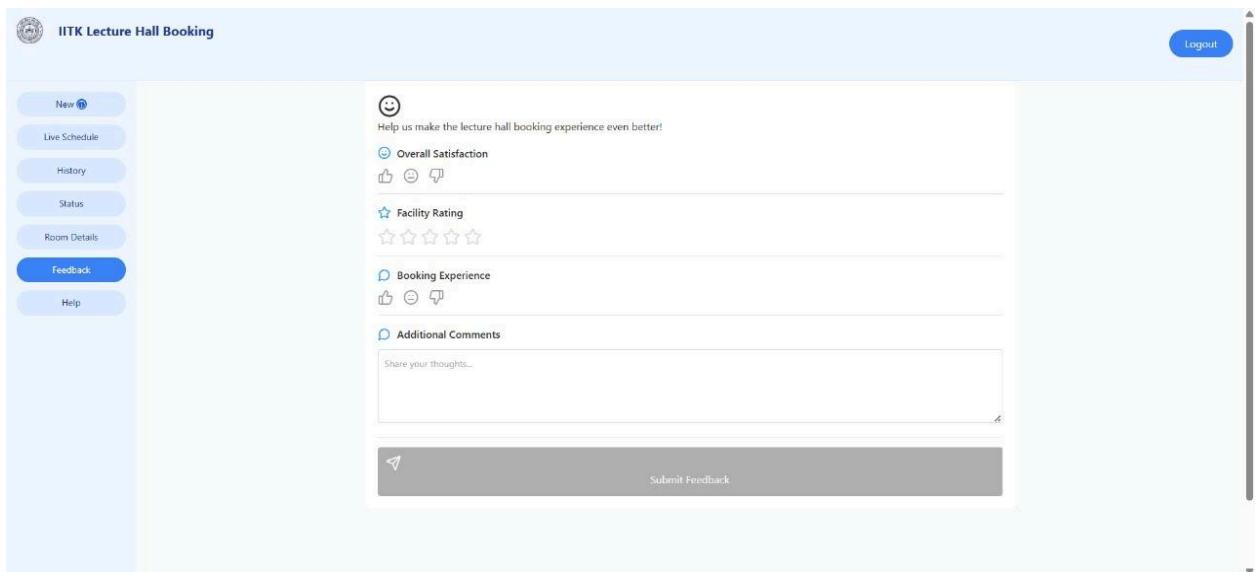


1.3.5 Feedback

The **Feedback** section allows users to share their experience with the IITK Lecture Hall Booking System.

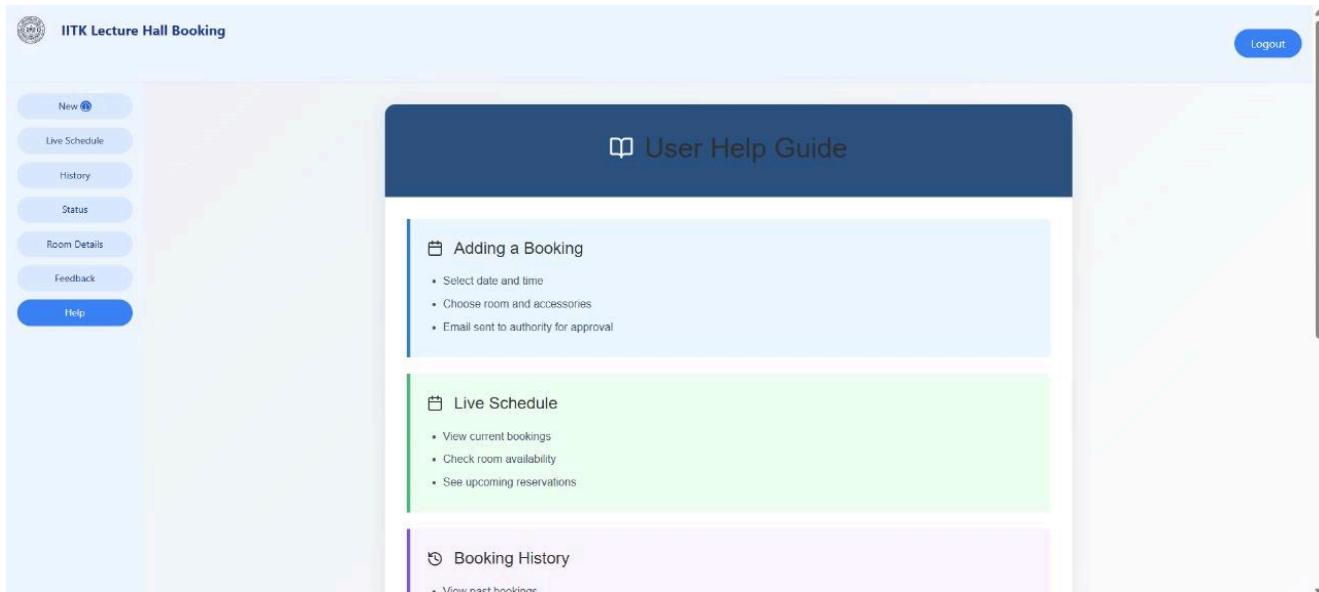
User will see the following options:

- **Overall Satisfaction:** Choose (positive), normal or (negative).
- **Facility Rating:** Rate the different facilities provided on the portal on a scale of 1 to 5 stars.
- **Booking Experience:** Select (good), normal or (bad) based on how easy the process was.
- **Additional Comments:** Users can provide any suggestions, issues, or feedback about the system.



1.3.6 Help

The **Help** section provides an overview of key features available in the IITK Lecture Hall Booking System. It assists users in navigating the platform and understanding the booking process.

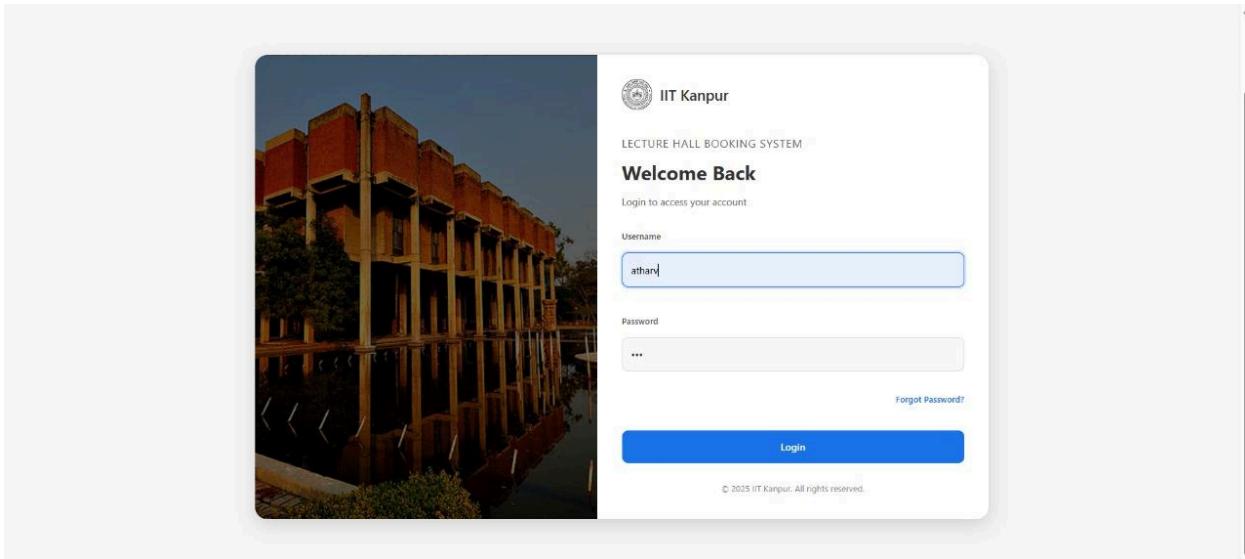


2. ADMIN

2.1 Login

This page below is where the admin can login into the portal.

- **Username:** The registered username of the admin
- **Password:** The password corresponding to the given username
- **Login:** The login option to verify the credentials



- **Forgot Password:** Admin will be redirected to the password recovery page and where they will need to enter their username and registered email address. An **OTP (One-Time Password)** will be sent to the provided email for verification. After that, the admin will be redirected to set a new password by entering the correct OTP . Once the new password is successfully set, the admin can return to the login page and sign in using their updated credentials.

[LHC Office] OTP for password reset ↗

 From bytebit695@gmail.com
To atharvp23@iitk.ac.in
Date Today 19:35
[Summary](#) [Headers](#)

Your OTP to reset your account password is :
566797
Please do not share this with anyone.
Valid for 10 minutes.



IIT Kanpur

Reset your password
[Forgot Password](#)

Enter your username and new password to reset your account.

Username

New Password

Confirm Password

OTP 

[Reset Password](#)

[Back to Login](#)

[LHC Office] Password Updated Successfully ↗

 From bytebit695@gmail.com
To atharvp23@iitk.ac.in
Date Today 19:38
[Summary](#) [Headers](#)

If you did not request this, someone else might be using your account. Contact LHC Office Immediately.

2.1.1 Admin Landing Page/ Live Schedule

- This page displays the **day-wise, week-wise, monthly-wise** timetable and **list of upcoming bookings** of selected lecture halls, which updates **dynamically** when any booking is accepted.
- It also displays the sidebar where different facilities are provided.

The screenshot shows the IITK Lecture Hall Booking interface. On the left, a sidebar contains buttons for New Booking, Live Schedule (which is highlighted in blue), History, View Pending, Room Details, Create New User, Feedback, and Help. Above the sidebar is the IITK logo. In the center, a title bar reads "IITK Lecture Hall Booking". Below it, a dropdown menu says "Select Lecture Hall: Select a hall". To the right of the dropdown are navigation buttons for date selection. The main content area displays a weekly calendar titled "Mar 30 – Apr 5, 2025" with columns for Sun 3/30, Mon 3/31, Tue 4/1, Wed 4/2, Thu 4/3, Fri 4/4, and Sat 4/5. The grid shows time slots from 8am to 7pm. A vertical scroll bar is visible on the right side of the main content area. In the top right corner, there is a "Logout" button.

2.2 Admin Sidebar Menu

2.2.1 LH booking

To request booking, the admin can go to the **New** option, then this page will appear.

The screenshot shows the 'IITK Lecture Hall Booking' application interface. On the left, a vertical sidebar contains navigation links: New Booking (highlighted in blue), Live Schedule, History, Status, Room Details, Feedback, and Help. The main content area displays a booking form with the following fields:

- User:** ashwin
- Purpose:** Linux Session Y-24
- Date:** dd-mm-yyyy
- Start:** 8:00 AM
- End:** 8:00 AM
- Remark:** Any additional comments or remarks...

- Admin selects the user for whom the booking is being made.

The screenshot shows the same application interface. In the 'User' field, a dropdown menu is open, listing several users: Select User, atharv, user1, ashwin (which is highlighted in blue), admin, ball, and divyesh23. The other fields in the booking form remain the same as in the previous screenshot.

Enter the booking details:

- **Purpose:** Specify the reason for booking (e.g. "Robodive-24", "newbooking1").
- **Date:** Select the desired date from the calendar (Format: dd-mm-yyyy).
- **Start Time:** Choose a start time from the available slots (e.g., 9:30 AM).
- **End Time:** Choose an end time. (e.g., 10:00 AM).

IITK Lecture Hall Booking

User: ashwin | Purpose: ML session-24

Date: 17-04-2025 | Start: 8:30 AM | End: 10:00 AM

Remark: Any additional comments or remarks...

Buttons: speaker_system, computer, whiteboard, AC, MIC, BLACKBOARD, BIOMETRIC

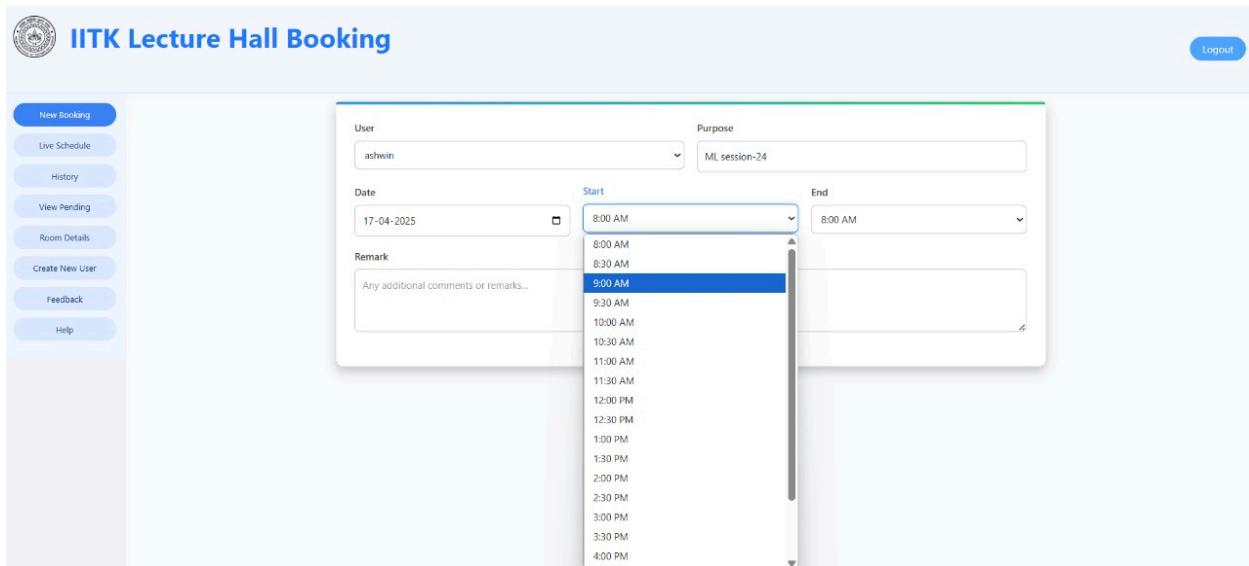
IITK Lecture Hall Booking

User: ashwin | Purpose: ML session-24

Date: 17-04-2025 | Start: 9:00 AM | End: 9:30 AM

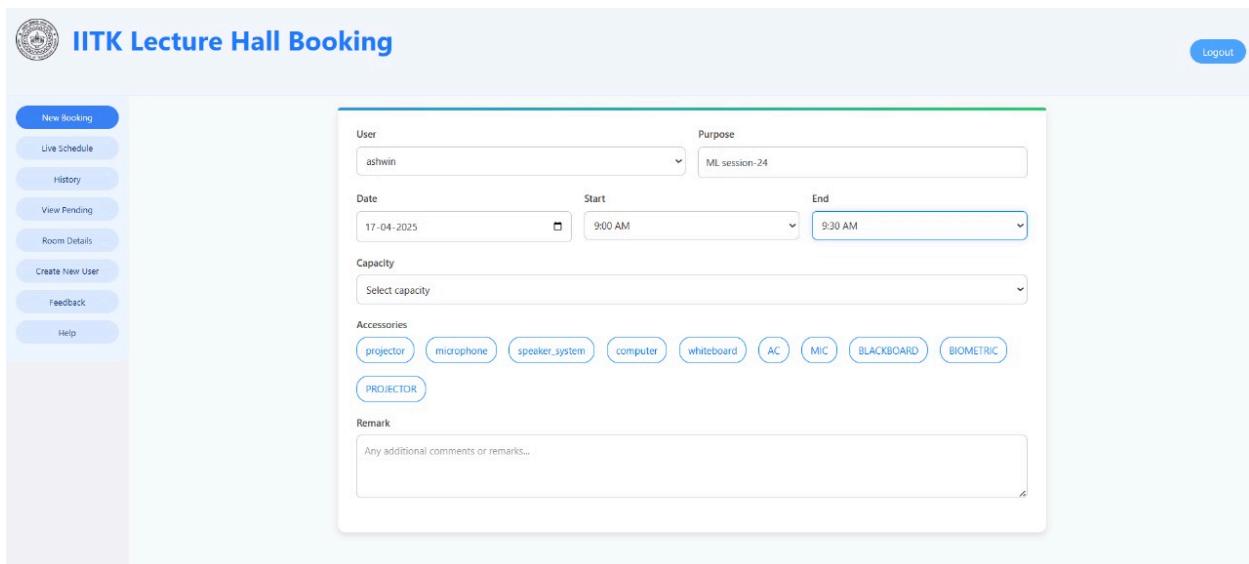
Remark: Any additional comments or remarks...

Buttons: speaker_system, computer, whiteboard, AC, MIC, BLACKBOARD, BIOMETRIC



The screenshot shows the 'IITK Lecture Hall Booking' interface. On the left, a sidebar contains links for 'New Booking', 'Live Schedule', 'History', 'View Pending', 'Room Details', 'Create New User', 'Feedback', and 'Help'. The main form area has fields for 'User' (set to 'ashwin'), 'Purpose' ('ML session-24'), 'Date' ('17-04-2025'), 'Start' (set to '8:00 AM'), and 'End' (set to '9:00 AM'). A dropdown menu for 'Start' shows a list of times from 8:00 AM to 4:00 PM, with '9:00 AM' highlighted. Below the dropdown is a 'Remark' text area.

- After entering start and end time , then capacity option will appear.



This screenshot shows the same booking interface after selecting the start and end times. The 'Capacity' field now contains 'Select capacity', and the 'Accessories' section includes several checkboxes: projector, microphone, speaker_system, computer, whiteboard, AC, MIC, BLACKBOARD, BIOMETRIC, and PROJECTOR, with 'PROJECTOR' being the only one checked.

- **Capacity:** Choose the appropriate capacity based on expected attendees.
- **Accessories:** Select required equipment such as:
 - AC (Air Conditioning)
 - Projector
 - Microphone

IITK Lecture Hall Booking

New Booking

User: ashwin Purpose: ML session-24

Date: 17-04-2025 Start: 9:00 AM End: 9:30 AM

Capacity:

Select capacity

5
10
15
20
25
50
200
500
1000

IITK Lecture Hall Booking

New Booking

User: ashwin Purpose: ML session-24

Date: 17-04-2025 Start: 9:00 AM End: 9:30 AM

Capacity: 200

Accessories:

projector microphone speaker_system computer whiteboard AC MIC BLACKBOARD BIOMETRIC PROJECTOR

L18
Capacity: 500
Accessories: projector, computer, microphone, speaker_system, whiteboard

L20
Capacity: 1000
Accessories: projector, computer, microphone, speaker_system, whiteboard

Remark:

The screenshot shows a booking interface for a lecture hall. On the left, there's a sidebar with buttons for History, View Pending, Room Details, Create New User, Feedback, and Help. The main area has fields for Date (17-04-2025), Start (9:00 AM), and End (9:30 AM). Capacity is set to 200. Under Accessories, 'PROJECTOR' is selected. Two lecture halls are listed: L18 (Capacity: 500, Accessories: projector, computer, microphone, speaker_system, whiteboard) and L20 (Capacity: 1000, Accessories: projector, computer, microphone, speaker_system, whiteboard). A Remark field is present, and a blue SUBMIT button is at the bottom.

- Review the available lecture halls based on user required capacity and accessories.
- Click on the preferred lecture hall to select it..
- Click the **submit** button to finalize the booking.
- A confirmation window appears to confirm the booking.

This screenshot is similar to the previous one but includes a confirmation dialog box in the center. The dialog asks 'Confirm Booking Are you sure you want to submit this booking?' with 'Yes, Book Now' and 'Cancel' buttons. The rest of the interface remains the same, showing the booking details and the two lecture halls.

- The request is instantly added and does not require approval from authorities.

2.2.1.1 Email Notification

- A booking confirmation email is sent to the selected user.



2.2.2 History

- On the history page, the admin can see all the bookings and booking requests made by various users ranging from professors to club/society heads.
- This page shows bookings from all users sorted in decreasing order of recency to the admin.
- Clicking on the **Manage** button on the right-hand side opens a drop-down menu with two options namely:
 1. **View Details:** Allows admin to view the bookings.
 2. **Remove Booking:** Allows admin to reject a booking.

IITK Lecture Hall Booking

Logout

Mon Mar 10 2025 ▾ – Tue May 20 2025 ▾

Time (duration)	Booking Date	Lecture Hall	Username	Purpose	Action
8:00 AM–10:00 AM (2h)	2025-04-10	L20	ashwin	test3	Manage ▾
8:00 AM–8:30 AM (53m)	2025-04-25	L18	ashwin	test4	View Remove booking
8:00 AM–2:30 PM (5.5h)	2025-04-24	L20	ashwin	test6	Manage ▾
8:00 AM–2:30 PM (5.5h)	2025-04-19	L18	user1	testx	Manage ▾
3:30 PM–5:00 PM (1.5h)	2025-04-07	L20	ball	balling	Manage ▾
9:00 AM–2:00 PM (5h)	2025-04-23	L20	ball	wrshj	Manage ▾

IITK Lecture Hall Booking

Logout

New booking

Live Schedule

History

View Pending

Room Details

Create New User

Feedback

Help

Username

Filter by username

Search by keyword...

10-03-2025 ▾ – Mon May 05 2025 ▾

Time (duration)	Booking Date	Lecture Hall	Username	Purpose	Action
8:00 AM–10:00 AM (2h)	2025-04-10	L20	ashwin	test3	Manage ▾
8:00 AM–8:30 AM (53m)	2025-04-25	L18	ashwin	test4	Manage ▾
8:00 AM–2:30 PM (5.5h)	2025-04-24	L20	ashwin	test6	Manage ▾
8:00 AM–2:30 PM (5.5h)	2025-04-19	L18	user1	testx	Manage ▾
3:30 PM–5:00 PM (1.5h)	2025-04-07	L20	ball	balling	Manage ▾
9:00 AM–2:00 PM (5h)	2025-04-23	L20	ball	wrshj	Manage ▾

IITK Lecture Hall Booking

Logout

Mon Mar 10 2025 ▾ – Wed Apr 23 2025 ▾

Time (duration)	Booking Date	Lecture Hall	Username	Purpose	Action
8:00 AM–10:00 AM (2hr)	2025-04-10	L20	ashwin	test3	Manage
8:00 AM–2:30 PM (6hr)	2025-04-19	L18	user1	testx	Manage
3:30 PM–5:00 PM (1.5hr)	2025-04-07	L20	ball	balling	Manage
9:00 AM–2:00 PM (3hr)	2025-04-23	L20	ball	wrshj	Manage
9:00 AM–9:30 AM (0.5hr)	2025-04-10	L18	ashwin	newbooking1	Manage
8:30 AM–9:00 AM (0.5hr)	2025-04-10	L18	ashwin	newbooking1	Manage

View All Bookings

IITK Lecture Hall Booking

Logout

New Booking

Live Schedule

History

View Pending

Room Details

Create New User

Feedback

Help

← Back to Bookings

Booking Details

test3 PENDING ID: 3

Date & Time 2025-04-10 8:00 AM-10:00 AM 2 hour	Location LHC - L20	Created By ashwin
---	-----------------------	----------------------

[Cancel Booking](#)

2.2.3 View Pending

- The '**View Pending**' page shows the list of all booking requests that haven't been approved/rejected by the authorities.
- Each booking is shown along with the user name(club/society/professor/lecturer), day and time slot requested for booking, lecture hall requested and timestamp of booking request.
- Each booking can be rejected by the admin as per his/her decision by clicking on the cross icon on the right side of each booking as shown in the below screenshot.
- Requests pending for a duration of over 72 hours shall be automatically rejected by the system.

IITK Lecture Hall Booking

Pending Bookings

User	Room	Date of booking	Time
ashwin	L18	2025-04-09	09:30:00-11:00:00 (1.5h)
wrshj	L20	2025-04-23	09:00:00-14:00:00 (5h)
newbooking1	L18	2025-04-10	09:00:00-09:30:00 (0.5h)

Requested on: Friday, 4/4/2025 at 19:23:30.683041

Requested on: Saturday, 4/5/2025 at 10:54:07.778521

Requested on: Saturday, 4/5/2025 at 14:05:06.023060

New session 24

Pending Bookings

- test5**
- User: ashwin, Room: L18, Date of booking: 2025-04-09, Time: 09:30:00-11:00:00 (1.5h). Requested on: Friday, 4/4/2025 at 19:23:30.683041. Note: Hall under maintenance during the requested time. **Submit Remarks**
- wrshj**
- User: ball, Room: L20, Date of booking: 2025-04-23, Time: 09:00:00-14:00:00 (5h). Requested on: Saturday, 4/5/2025 at 10:54:07.778521.
- newbooking1**
- User: ashwin, Room: L18, Date of booking: 2025-04-10, Time: 09:00:00-09:30:00 (0.5h). Requested on: Saturday, 4/5/2025 at 14:05:06.023060.

- If the admin rejects a booking request, a pop-up message will appear on the portal notifying that the booking request of the user is rejected.

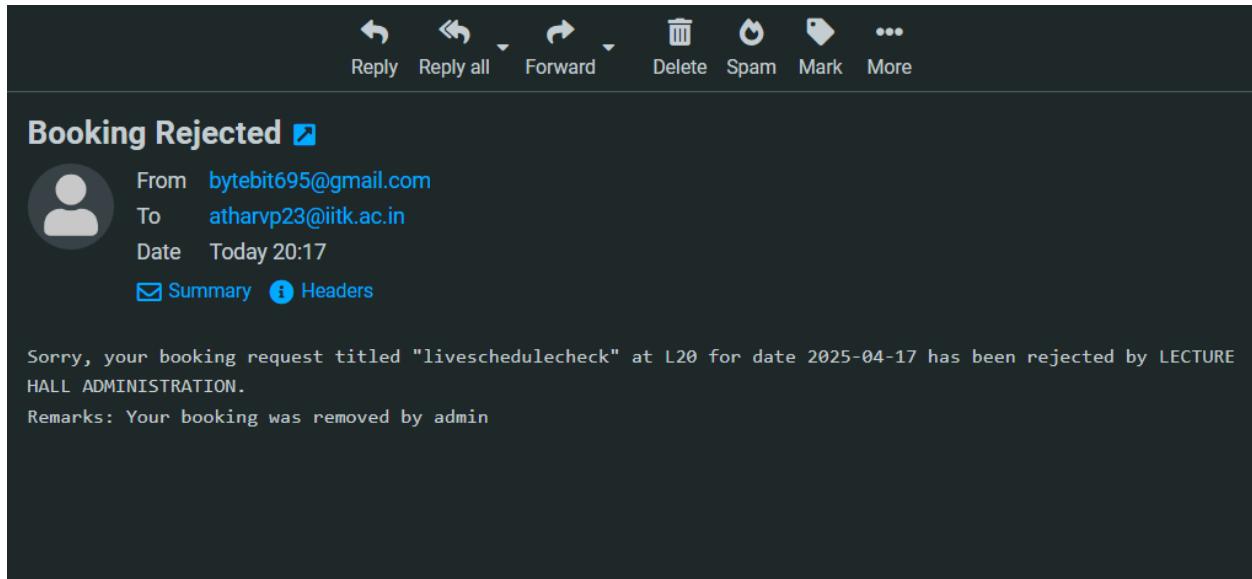
Pending Bookings

- test5**
- User: ashwin, Room: L18, Date of booking: 2025-04-09, Time: 09:30:00-11:00:00 (1.5h). Requested on: Friday, 4/4/2025 at 19:23:30.683041. Note: Hall under maintenance during the requested time. **Submit Remarks**
- wrshj**
- User: ball, Room: L20, Date of booking: 2025-04-23, Time: 09:00:00-14:00:00 (5h). Requested on: Saturday, 4/5/2025 at 10:54:07.778521.
- newbooking1**
- User: ashwin, Room: L18, Date of booking: 2025-04-10, Time: 09:00:00-09:30:00 (0.5h). Requested on: Saturday, 4/5/2025 at 14:05:06.023060.

localhost:5173 says
Booking rejected, email sent.
OK

2.2.3.1 Email Notification

Rejected booking requests will be sent to the user.

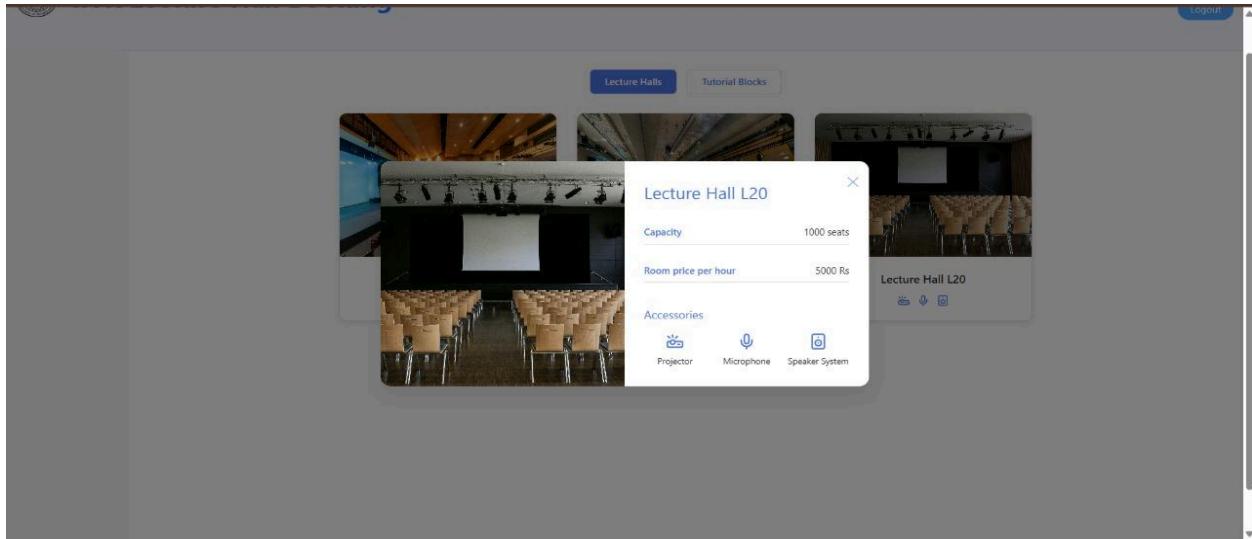


2.2.4 Room Details

Displays all the lecture halls (e.g., **L-18, L-19, L-20**) and tutorial blocks.

The screenshot shows the "IITK Lecture Hall Booking" application. At the top, there is a logo and a "Logout" button. On the left, a sidebar menu lists several options: New Booking, Live Schedule, History, View Pending, **Room Details** (which is currently selected), Create New User, Feedback, and Help. In the center, there are three cards, each showing a thumbnail image of a lecture hall and its name below it. The cards are labeled "Lecture Hall L17", "Lecture Hall L18", and "Lecture Hall L20". Each card also has small icons for download, print, and copy. Above the cards, there are two tabs: "Lecture Halls" (which is active) and "Tutorial Blocks".

By clicking on a lecture hall or tutorial block, admin can see its **capacity, price per hour, accessories (AC, Microphone, Projector)**.



2.2.5 Create New User

- Admin enters the username and email address..
- Selects the user type (e.g., student, faculty, admin, etc.).
- If the selected user type is a **student**, the admin then selects the approving authorities.
- Sets the **order** of authorities using up/down controls.
- Clicks on the **Create User** button to finalize the user creation.



IITK Lecture Hall Booking

Logout

[New Booking](#)

[Live Schedule](#)

[History](#)

[View Pending](#)

[Room Details](#)

[Create New User](#)

[Feedback](#)

[Help](#)

CREATE NEW USER

User ID :

E-mail :

User Type * Admin Faculty Student

CREATE USER



IITK Lecture Hall Booking

Logout

[New Booking](#)

[Live Schedule](#)

[History](#)

[View Pending](#)

[Room Details](#)

[Create New User](#)

[Feedback](#)

[Help](#)

CREATE NEW USER

User ID :

E-mail :

User Type * Admin Faculty Student

CREATE USER

IITK Lecture Hall Booking

New Booking
Live Schedule
History
View Pending
Room Details
Create New User
Feedback
Help

CREATE NEW USER

User ID :

E-mail :

User Type *
 Admin Faculty Student

SELECT AUTHORITIES

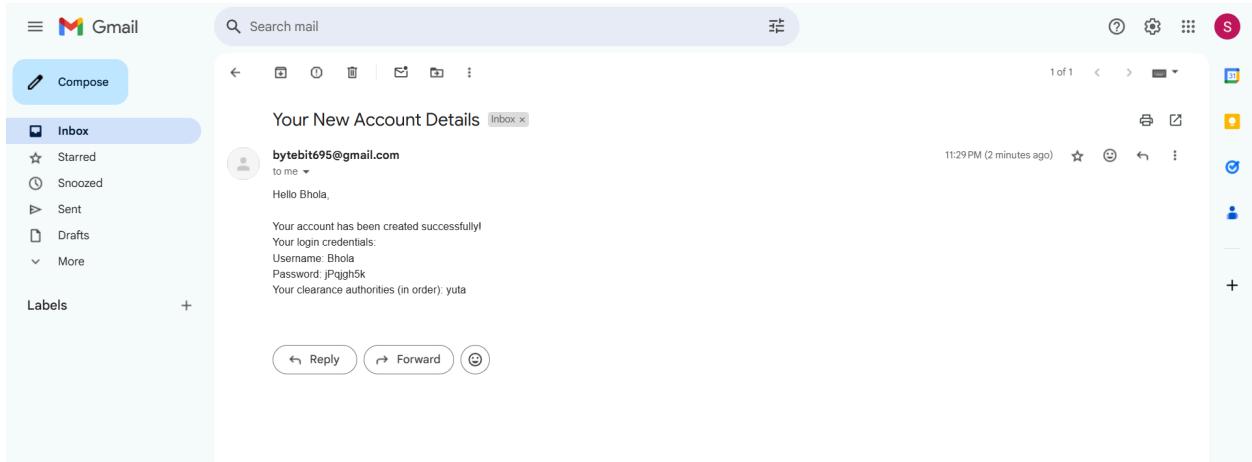
yuta (yuta123okkotsu@gmail.com)
 bhav (bhavyach23@iitk.ac.in)

AUTHORITY PRIORITY ORDER

yuta (yuta123okkotsu@gmail.com) Up Down Remove

CREATE USER

- There will be **no list of authorities** for **faculty** and **admin** user type.
- After successfully creating a user, the user will receive the following mail.



- After this, the user or the admin can go on "**forgot password**" on the login page and can create his/her password if he wants to or continue using the given password.

2.2.6 Feedback

Admin can see all the feedback submitted by the users.

The screenshot shows a list of user feedbacks. At the top, there is a search bar labeled "Search feedbacks..." and a dropdown menu set to "Newest First". Below this, six feedback cards are displayed in two rows of three. Each card contains the following information:

User	Date	Rating	Booking Experience	Overall Satisfaction	Comment	Submitted On
devansh	4/5/2025	1 star	1	1	idli dosa sambar chutney chutney	4/5/2025, 10:06:07 PM
devansh	4/5/2025	5 stars	2	3	What did you make really damnnnn!!!!	4/5/2025, 10:05:42 PM
devansh	4/5/2025	2 stars	2	2	crazy site bruh	4/5/2025, 10:05:22 PM
devansh	4/5/2025	2 stars	3	3		
devansh	4/5/2025	5 stars	3	3		

2.2.7 Help

A simple guide to assist admin in navigating through the site.

The Admin Help Guide is a comprehensive resource for managing bookings and users. It includes sections for adding new bookings, viewing live schedules, and managing approved bookings.

Admin Help Guide

Your comprehensive guide to managing bookings and users

Adding a New Booking

- Select the user for booking
- Choose booking date
- Set start and end times
- Enter booking purpose
- Use capacity/accessories filter
- Click Submit
- Booking is auto-approved

Viewing Live Schedule

The Live Schedule allows admins to see:

- Fixed lectures
- Approved bookings

Managing Approved Bookings

Filter bookings by:

- Date range
- Lecture hall